A/P Direct Deposit (EFT)

(with Electronic Tax Payment)

for Solomon IV

(Release 2.x)

Users Guide
Reference

Solomon IV Enhancement Product

A/P Direct Deposit (EFT)

(with Electronic Tax Payment)

By Sandler•Kahne Software

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Introduction

Features

The A/P Direct Deposit (EFT) Module provides electronic funds transfer of your Solomon IV vendors' checks - directly to the vendor's bank account. With the A/P Direct Deposit (EFT) Module:

- A standard NACHA (National Automated Clearing House Association) file format is created.
- Vendor banking information is set up once.
- Does not use an intermediary clearinghouse - transmit directly to your bank.
- No per check transaction costs.
- Multiple company checking accounts can be maintained.
- Four ACH Entry Classes are currently supported (by vendor):

  a) PPD (Prearranged Payment and Deposit) - employee expense reimbursement

  b) CCD (Cash Concentration and Disbursement) - corporate payments

  c) CCD+ - corporate payments with additional EDI information

  d) CCD+ - tax payments.
- Electronic Tax Payment supports the National EFTPS program. Currently supports 941, 940, 945, 1120 and 990T payments. State tax payments are also supported.
- ACH document summarization options are available (by vendor) - (one record/all batches, one record/batch, one record/check, one record/voucher).
- Three different communications options are available to transmit the ACH file to your bank, including "built-in" - requiring no additional communications software.
- Built-in asynchronous communications has complete setup options for over 440 modems (manual setup is also available)

- Built-in communications supports 9 communication protocols and automated scripting of logon and transfer.
- Optionally, integrates seamlessly with third party (or your bank's proprietary) communications programs.
- Pre-notification (and zero dollar) entries are automatically sent to your bank at any time (now an optional requirement by NACHA rules).
- Pre-notification (and zero dollar) management is now automatically maintained. The required 6 banking days is computed by the program.
- ACH file and scripts can be secured by user defined sub-directory location.
- Multiple ACH file header & trailer records are supported - completely user defined.
- Written completely in Solomon's VB Tools - fully customizable.
- Written by the author of the Payroll Direct Deposit module for Solomon III & IV.

Starting A/P Direct Deposit (EFT)

Before using the Direct Deposit Module to transmit your vendor payments to the bank, complete the following:

1. Install the A/P Direct Deposit (EFT) module according to the **Installation Instructions** provided. (If you will be using the Electronic Tax Payment feature be sure to install the customization to the A/P Voucher Entry screen.)
2. Determine how you will communicate with your company's deposit bank. You must choose one of three methods. Before making your choice, review the information in Appendix B - Choosing a Communications Option.
3. Understand the Pre-notification process. You may decide not to use pre-notification. See Appendix A - Pre-notification Explained.
4. Complete A/P Direct Deposit Setup (DD.950.00).
5. Enter your Company Paying Accounts in Company Paying Account Maintenance (DD.260.00).
6.. If using Electronic Tax Payment, select the types of taxes you will be depositing and select those types in Tax Payment Codes (DD.280.00). See Appendix E - Tax Payments Explained (EFTPS).
7. Enter your Direct Deposit Vendors in screen Direct Depositor Maintenance (DD.250.00)
8. Create and Send a Test ACH File using screen Create and Send ACH File (DD.500.00), to verify that you have correctly setup the ACH file parameters and the bank can receive your file.

User Guide

Overview

This User Guide provides general information regarding the setup and operation of A/P Direct Deposit (EFT) so you will understand how the module works as a whole.

Steps to setup A/P Direct Deposit (EFT) for the first time

- Verify that the A/P module has been setup (03.950.00)
- Setup A/P Direct Deposit (DD.950.00)- see A/P Direct Deposit Setup below
- Setup Company Paying Accounts (DD.260.00)
- Setup Direct Depositors (DD.250.00) - see Structuring Direct Depositor Information below
- Send a Test ACH file to your bank (DD.500.00). See Test ACH file below.
- If required, Create and Send an ACH file for your Pre-Noted Vendors (DD.500.00). You will need to wait 6 banking days from when you transmit these pre-notes until you can mark them Approved and send your first Direct Deposit checks. The system automatically calculates the 6 banking days, and sets the pre-note status to Approved when the time has passed.

Now you are ready for normal A/P Direct Deposit (EFT) Processing

Steps for normal processing of A/P Direct Deposit (EFT)

- Batch vouchers for Direct Deposit vendors. Select vouchers for payment (03.500.00) as you normally would, using any of the payment selection options. It is important that each direct deposit payment selection batch has **ONLY** those vendors who you have set up for Direct Deposit and have an "Approved" pre-notification status (the opposite is true when you are printing checks - the payment selection vouchers must only be from vendors who are not direct depositors or who are not yet fully "Approved"). This batch **MUST ONLY** contain those vouchers for Pre-note Approved vendors or else A/P Direct Deposit will produce errors when creating the ACH file.
- Electronic Tax Payments - Enter your tax payments as regular vouchers (03.010.00)- using your financial agent as the vendor. When doing data

entry, enter the vendor id first - you will get a message saying that the tax payment type should be entered in the invoice number field. Once the vendor ID has been entered, the invoice number field has a PV list of possible tax payment types - the tax payment short description **must** be entered in the invoice number field as allowed by the PV list. The invoice date is used to indicate the tax period for this payment. Only the month and year are important - they are validated against the Tax Payment Code screen - tax periods. Only one tax payment type is allowed per voucher.

- To facilitate the above rule you should use the Payment Selection Filter (DD.520.00) process to remove vouchers from your current selection. This process allows you to process your payment selections to leave only direct depositor vendors or only check vendors in your selection.
- Process Payment Exceptions (03.050.00) for the above selected Direct Deposit vouchers and Print A/P Checks (03.620.00). **BE SURE** to not add vouchers to your selection for non-Approved Direct Deposit vendors. You should either print these "checks" on plain paper or to a file - as they will not be sent to your vendors. Be sure to "Keep" this A/P Check batch. A/P vouchers for Direct Deposit are just like any other A/P voucher, in that they must be printed via A/P Checks and "Kept". The debits and credits for A/P and G/L are created during the "Keep" process.
- Be sure all A/P Direct Deposit vendors who are new have been entered in Direct Depositor Maintenance (DD.250.00) - (if you Require PreNotes, then they can now be sent to the bank as New pre-notes). Note that no checks in the above created batch(es) should include vendors who do not have an Approved pre-note status.
- If you Require PreNotes, be sure all A/P Direct Deposit vendors who were previously pre-noted and have a Pending pre-note status have their status changed to Approved (in Direct Depositor Maintenance DD.250.00) if the 6 banking day waiting period has elapsed.
- Create and Send the ACH file (DD.500.00)

A/P Direct Deposit Setup

You must setup important aspects of A/P Direct Deposit to insure proper communication with your bank. The setup areas are included in A/P Direct Deposit Setup (DD.950.00).

- **ACH File Setup** - Consult with your bank to determine the correct information and format for Immediate Destination, Origin and Company ID. Different banks may require this information to be formatted slightly differently. Determine if your bank requires a carriage return/line feed pair to end each ACH record, and whether they need to have the file block filled. Determine if you Require PreNotes.
- **Communications Setup** - If using the "Built-in" communications option then go to the Phone/Port/Protocol screen to enter the phone number, correct communication parameters, and the file transfer protocol that your bank requires.

- **Modem Setup** - Select the modem you will be using from the modem database and/or configure your modem by entering the specific communication strings.
- **Script Setup** - Communication scripts allow you to "program" the communication session with your bank. You may enter a series of commands which will automate the process of dialing the bank, logging on, sending a password, accessing the correct function, transmitting the ACH file, and then logging off. If you intend to use this feature, it is best to manually perform an ACH file transmission while taking notes of the prompts from the bank and your keystroke entries. When you are done, then you can enter your script using NotePad or WordPad as an editor.
- **Tax Payment Code Setup** - If you are using the Electronic Tax Payment feature, then you should use the Tax Payment Code (DD.280.00) screen to select those tax payment codes that you require. For State tax payments, be sure your state tax ID is entered for each tax type.

Structuring Direct Depositor Information

For each vendor that you want to Direct Deposit, you need to set up a record in A/P Direct Deposit. Not all of your vendors need to be setup in A/P Direct Deposit.

You need to establish the Entry Class for each vendor, whether they are:

- **PPD** - Prearranged Deposit - used for vendors who are individuals that request their expense reimbursements to be direct deposited.
- **CCD** - Cash Concentration and Disbursement - used for corporate payments
- **CCD+** - Cash Concentration and Disbursement Plus - used for corporate payments along with EDI information. With this Entry Class you also need to determine the ANSI X112 Version/Release your trading partner is using - to receive their EDI record.

Electronic Data Interchange - a standard for exchanging business information electronically

- **CCD+ -** Cash Concentration and Disbursement Plus - Tax Payment - used for the financial agent who receives your tax deposits. See Appendix E - Tax Payments Explained (EFTPS).

You also need to determine how you want to summarize your vendors' payments in the ACH file. Each record that is transmitted in the ACH file may consist of:

- **One Record/All Batches** - All check records in all batches selected (fully summarized)
- **One Record/Batch** - All check records in each batch
- **One Record/Check** - Each check record in each batch
- **One Record/Voucher** - Each voucher record in each batch (not summarized at all)

ACH Test file

When you first configure your A/P Direct Deposit you will want to transmit a test file to your bank to verify that you are setup correctly. To do, this follow these steps:

- **Setup** - Be sure your A/P Direct Deposit setup (DD.950.00) is complete, at least 5 Direct Depositors (DD.250.00) have been entered and your Company Paying Accounts (DD.260.00) have been setup.
- **Turn on ACH Test** - On the A/P Direct Deposit Setup screen (DD.950.00) check the ACH Test box. This sets A/P Direct Deposit to the test mode.
- **Send ACH Test File** - Run the Create and Send ACH (DD.500.00) process and send the ACH test file (a test file includes only 5 vendors with test dollar amounts). **IT IS VERY IMPORTANT** you notify your bank **BEFORE** transmitting this test file.

Upon receiving the test file and reviewing it, your bank will confirm that your setup is OK, and you may then "uncheck" the ACH Test box (DD.950.00) to proceed with normal processing.

Processing an ACH File

To complete the processing cycle for the Direct Deposit Module:

- *Note: After September 20, 1996 NACHA has ruled that the pre-notification process is optional*

- Enter account information for your direct deposit vendors. If you Require PreNotes, then a vendor is not to be defined as a direct depositor until the vendor's specific bank account information is verified by the pre-notification process. After this information is entered in DD.250.00, Direct Depositor Maintenance, the vendor's record is sent to the Automatic Clearing House (ACH) as a pre-notification record, i.e., containing all pertinent information except actual payment amounts. The pre-notification is verified when it is acknowledged by the ACH, or, more typically, when no notice of error is sent within the standard period of time (normally 6 banking days). Until the pre-notification process is completed, the vendor cannot have their payment direct deposited.. Again, the above process is only required if you have decided to use PreNoting.
- Process vendor checks. Once Direct Deposit payments have been selected, and exceptions noted, vendor checks are printed and "Kept". In the Direct Deposit module those batches can now be selected for direct deposit (DD.500.00), and the ACH file is created and sent to the bank or written to a diskette.

Hint & Tips

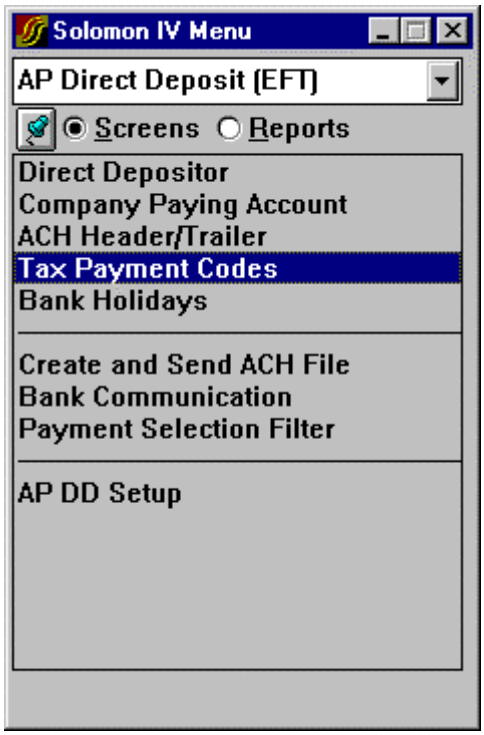
- **Reports - Check numbering sequence**. Frequently, users will want to keep their printed checks numbers and direct deposit "advice slip"

numbers in separate sequences. This is useful for check reconciliation. Solomon assumes a check number sequence by the checking account, subaccount combination. To keep these sequences separate you can create two different subaccounts for the same checking account, and therefore the numbering sequences (and Solomon's default next check number when printing reports) will be kept separate. You might use one segment of your subaccount to note the difference.

- **Reports - selecting Direct Deposit Vendors**. When you run a Vendor Detail or Summary report you can select those vendors who have been designated as direct depositors. In the Sort/Select screen of these reports use the Vendor.DirectDeposit field to filter the report. This field contains the Pre-Note status for each vendor. If blank, then this vendor has not been designated as a direct depositor. If not blank then, "N" indicates a new pre-note (zero dollar), "P" is pending pre-note (zero dollar), and "A" is approved Pre-Note status and available for direct deposit.
- **Reports - Check Preview (03.610).** You may want to add a new field to this report to show whether a vendor is a direct depositor or not. As described above use the field Vendor.DirectDeposit (see above for the values and their meaning).
- **Create and Send (DD.500.00) .** If a batch does not appear in the grid, it is possible that it has been posted to your GL. Only **Unposted** A/P Check batches will appear in the grid – available to be sent to the bank. If this occurs you need to temporarily change the batch status to Unposted "U" (it will have a Status of Posted "P"), send the batch to the bank, and then return its Status to Posted ("P"). This can be done in SQL Scope or iSQL/w.

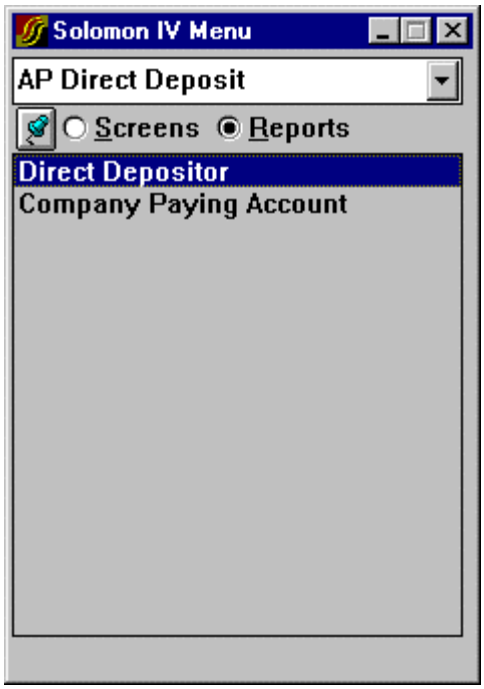
Reference

A/P Direct Deposit Menu



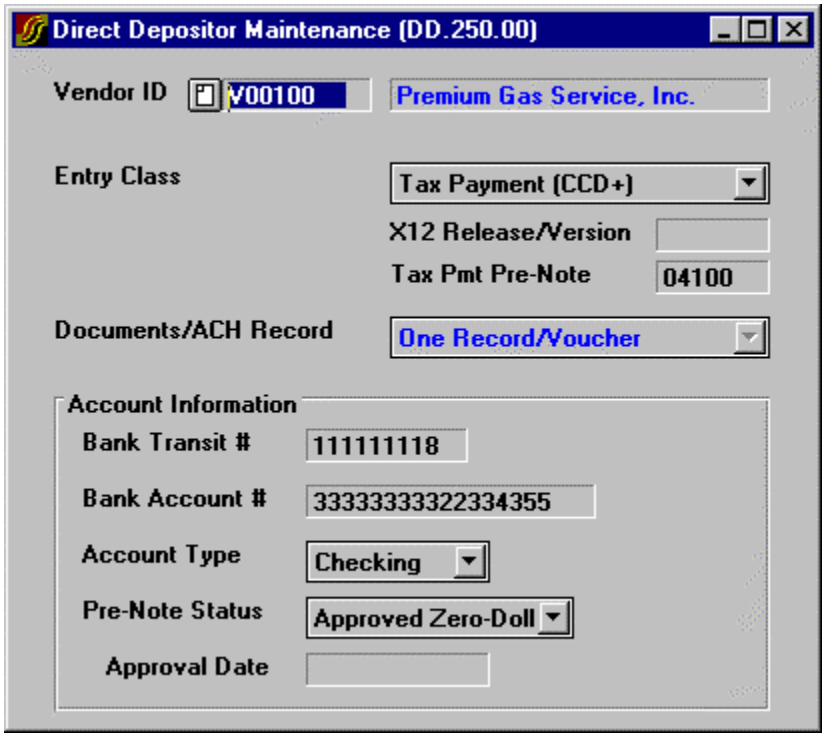
The A/P Direct Deposit (EFT) menu lists functions used to maintain and report A/P Direct Deposit information. Access the A/P Direct Deposit (EFT) menu through the Module menu on the Solomon IV menu bar.

The A/P Direct Deposit (EFT) menu appears in two parts. The first part lists the A/P Direct Deposit (EFT) screens used for module setup, maintenance and regular operations. The second part list A/P Direct Deposit (EFT) reports. To access the reports part of the A/P Direct Deposit (EFT) menu, click the Reports button.



To return to the screens part of the A/P Direct Deposit (EFT) menu, click the screens button.

Direct Depositor Maintenance (DD.250.00)



Use the Direct Depositor Maintenance screen to set up and maintain the direct deposit information of your vendors. This screen must be completed for each vendor who is to be identified as a direct depositor. This screen has only those vendors you have designated as direct deposit vendors. If you are setup to Require PreNotes, then this screen is also used for the initial pre-notification of a new direct depositor, and for subsequent pre-notification of changes to bank or bank account information.

Vendor ID

The ID of the vendor whose information is to be added or changed. The Vendor ID was first assigned in Vendor Maintenance (03.270.00). Adding vendors here does not affect Solomon's normal vendor maintenance (03.270.00). Possible value lookup of all vendors is available on this field

Name

The name of the vendor whose ID was entered at Vendor ID appears here.

Entry Class

The Entry Class has the following options:

- **Prearranged Payment and Deposit (PPD)** used for employee expense reimbursement
- **Cash Concentration and Disbursement (CCD)** used for corporate payments
- **Cash Concentration and Disbursement Plus (CCD+)** same as CCD but with additional EDI information.

- **Tax Payment (CCD+)** CCD+ entry used for your tax payment financial agent.

Note: if you have the Tax Payment only option, then only the Tax Payment (CCD+) entry class will be available.

X12 Version

For CCD+ Entry Classes, the X12 Version designates which version of the ANSI ASC X12 standard should be used with this vendor. Each vendor needs to inform you which version they wish to receive.

Tax Pmt Pre-Note

This field is used in conjunction with those vendors whose entry class is CCD+ (Tax Payment). Enter the Tax Payment code to used when generating a pre-note entry for this vendor (zero-dollar entry). A PV list is available for all selected tax payment codes. This tax payment code will be used whenever this vendor is pre-noted.

Documents/ACH Record

Documents/ACH Record designates at what level this vendor's A/P documents should be summarized in the ACH file. The options are:

- **One Record/All Batches** - all checks for all selected batches will be accumulated into one ACH record
- **One Record/Batch** - checks will be accumulated by batch for this vendor, and there will be one record for each batch selected
- **One Record/Check** - each check in each selected batch will result in one ACH record
- **One Record/Voucher** - each voucher in each selected batch will result in one ACH record. This last option is required for a CCD+ Entry Class entry.

The following fields define the Account Information for this vendor.

Bank Transit

The vendor's transit/routing number which identifies the bank for this account. This is the generally is the pre-printed number on the bottom left of the vendor's checks.

The final digit (right-most) is the check digit. The check digit is determined by a formula applied to the preceding digits of the routing number in order to double check the correct entry of these digits. An error is given if the check digit is entered incorrectly.

Bank Account

The vendor's account number. This number generally follows the bank transit/routing number on the bottom of the vendor's checks.

Account Type

The type of the vendor's bank account. The options are:

- **Checking** (includes NOW and share draft accounts)

- **Savings**

Pre-Note Status

The pre-notification status for this account. The options are:

- **New Pre-Note**. The bank has not been pre-notified.
- **Pending Pre-Note**. A pre-notification record has been sent to the bank.
- **Approved Pre-Note**. The bank account information has been verified as correct and approved. This will also be the setting if you do not Require PreNotes.

If you Require PreNotes, then whenever the Bank Transit #, Bank Account #, or Account Type is entered for a new direct depositor, or a change is made to a current direct depositor, this field is automatically set to "New Pre-Note". When an ACH file is created with this pre-notification record included, and the transmission to the bank is “Kept”, then this field is automatically set to "Pending Pre-Note". You should then enter an "Approved Pre-Note" status when the vendor's account information has been verified and approved. Only approved bank account information will be used to transmit payment amounts in the ACH file.

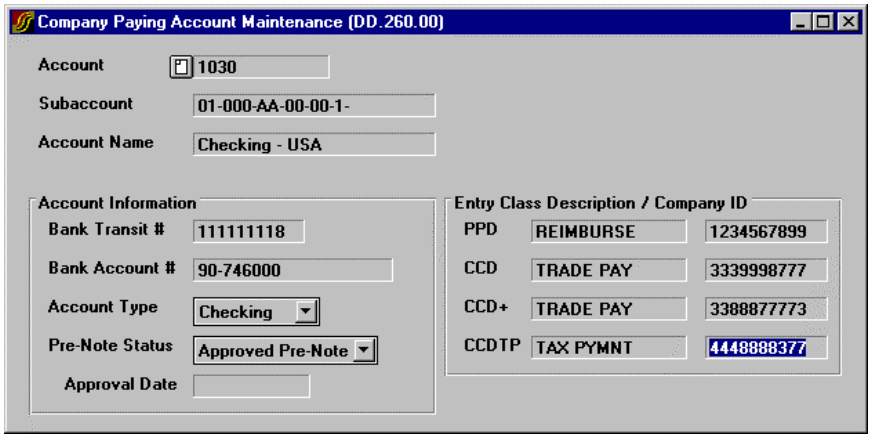
For an explanation of the pre-notification process and how this field should be maintained, see Appendix A - Pre-Notification Explained in this manual.

Note: if the entry class you have selected is Tax Payment, then this field will say “zero dollar”. This is the same as a pre-notification - this is just a different term which is used for the CCD+ entry class.

Approval Date

The date after which a pending pre-note becomes approved. Pre-noted entries require a waiting period of 6 banking days. When a vendor is first pre-noted, A/P Direct Deposit (EFT) calculates the 6th banking day after the pre-note entry was sent to the bank. Weekends and dates entered in Bank Holidays (DD.290.00) are skipped in making this calculation. On the 6th day and beyond, a pending pre-note is available for processing, and will be set to approved during the next ACH Create and Send process.

Company Paying Account Maintenance (DD.260.00)



Use this screen to set up your company's paying bank accounts. These are the accounts from which withdrawals are made on the ACH file to fund the deposits into the vendor accounts. Any number of bank accounts may be used. The accounts setup here should include all accounts that you might use when printing A/P Checks (03.620.00).

Be careful to coordinate changes and deletions with accounts you might use when printing A/P Checks. All A/P Check batches that you wish to direct deposit must have their account & subaccounts entered here.

Account

The account number of a company paying account. Possible value lookup of all account numbers is available on this field. Note that if you are using Solomon's Cash Manager module the Account Name and Account Information fields will be retrieved from entries made in the Cash Account Maintenance screen (20.250.00) - after completing both the account and subaccount fields.

Subaccount

The subaccount of a company paying account. Possible value lookup of all subaccount numbers is available on this field.

Account Name

The name of this cash account.

The following fields define the Account Information for this company paying account.

Bank Transit#

The company paying account's transit/routing number which identifies the bank for this account.

The final digit (right-most) is the check digit. The check digit is determined by a formula applied to the preceding digits of the routing number in order to double check the correct entry of these digits. An error is given if the check digit is entered incorrectly.

Bank Account

The company paying account's bank account number.

Account Type

The type of the company paying account.

- **Checking** (includes NOW and share draft accounts)
- **Savings**

Pre-Note Status

The pre-notification status for this account. The options are:

- **New Pre-Note** The bank has not been pre-notified.
- **Pending Pre-Note** A pre-notification record has been sent to the bank.
- **Approved Pre-Note** The bank account information has been verified as correct and approved. This will also be the setting if you do not Require PreNotes.

If you Require PreNotes, then whenever the Bank Transit #, Bank Account #, or Account Type is entered for a new company paying account, or a change is made to a current company paying account, this field is automatically set to "New Pre-Note". When an ACH file is created with this pre-notification record included, and the transmission to the bank is "Kept", then this field is automatically set to "Pending Pre-Note". You should then enter an "Approved Pre-Note" status when the company paying account's account information has been verified and approved. Only approved bank account information will be used to transmit payment amounts in the ACH file.

For an explanation of the pre-notification process and how this field should be maintained, see Appendix A - Pre-Notification Explained in this manual.

Approval Date

The date after which a pending pre-note becomes approved. Pre-noted entries require a waiting period of 6 banking days. When a company paying account is first pre-noted, A/P Direct Deposit (EFT) calculates the 6th banking day after the pre-note entry was sent to the bank. Weekends and dates entered in Bank Holidays (DD.290.00) are skipped in making this calculation. On the 6th day and beyond, a pending pre-note is available for processing, and will be set to approved during the next ACH Create and Send process.

The following fields define the Entry Class Descriptions and Company IDs which will be used in the ACH file. This descriptions are what will appear on your vendor's statements for all checks written against this paying account. The Company Ids are used in the Batch Header records. These Company Ids default from the entry in APDD Setup (DD.950.00), but may be overridden here.

PPD

The Entry Class Description and Company ID for all PPD entries for this company paying account.

CCD

The Entry Class Description and Company ID for all CCD entries for this company paying account.

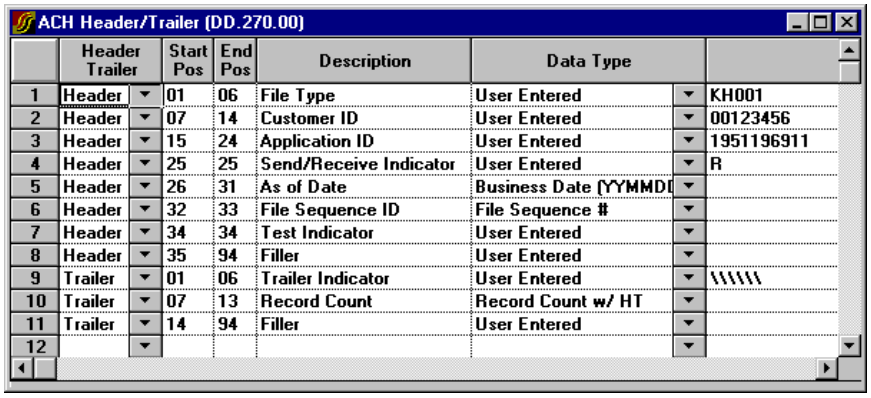
CCD+

The Entry Class Description and Company ID for all CCD+ entries for this company paying account.

CCDTP

The Entry Class Description and Company ID for all CCD+ tax payment entries for this company paying account.

ACH Header/Trailer Maintenance (DD.270.00)



	Header Trailer	Start Pos	End Pos	Description	Data Type	
1	Header	01	06	File Type	User Entered	KH001
2	Header	07	14	Customer ID	User Entered	00123456
3	Header	15	24	Application ID	User Entered	1951196911
4	Header	25	25	Send/Receive Indicator	User Entered	R
5	Header	26	31	As of Date	Business Date (YYMMDD	
6	Header	32	33	File Sequence ID	File Sequence #	
7	Header	34	34	Test Indicator	User Entered	
8	Header	35	94	Filler	User Entered	
9	Trailer	01	06	Trailer Indicator	User Entered	\\\\\\
10	Trailer	07	13	Record Count	Record Count w/ HT	
11	Trailer	14	94	Filler	User Entered	
12						

Use this screen to create custom ACH Header/Trailer records. An Header record will be added at the beginning of the ACH file - before the "1" record. A Trailer record will be added at the end of the ACH file - after the "9" record and after any blocking records. These records are sometimes required by various banks to add additional information which is particular to the bank. This screen is used to maintain both the Header and Trailer records. There can be up to 4 Header records and up to 4 Trailer records per ACH file. You are allowed to have Header records with no Trailers and vice versa - if that is what is required by your bank. Header records are noted as Header-1, Header-2, etc. and likewise trailer records are Trailer-1, Trailer-2, etc.

Normally the Header and Trailer records will be 94 characters long - the length of the ACH file record. We call each set of data within the record a "field", and the location of the "field" a field position. Records in this screen are ordered by Start Position within the Header or Trailer record. This screen allows you to format the information which goes in both of these records.

Header/Trailer

Enter the record type. The options are:

- **Header-1** - This designates this field value as part of the Header-1 record.
- **Header-2** - This designates this field value as part of the Header-2 record.
- **Header-3** - This designates this field value as part of the Header-3 record.
- **Header-4** - This designates this field value as part of the Header-4 record.
- **Trailer-1** This designates this field value as part of the Trailer-1 record.
- **Trailer-2** This designates this field value as part of the Trailer-2 record.
- **Trailer-3** This designates this field value as part of the Trailer-3 record.
- **Trailer-4** This designates this field value as part of the Trailer-4 record.

Start Position

Enter the starting column position for this field in the record. Starting positions less than 10, should be entered as 01-09 for correct ordering within the file.

End Position

Enter the ending column position for this field in the record. Ending positions less than 10, should be entered as 01-09 for correct ordering within the file. The End position should be greater than or equal to the Start position.

Description

Enter a description of this field value in the record.

Data Type

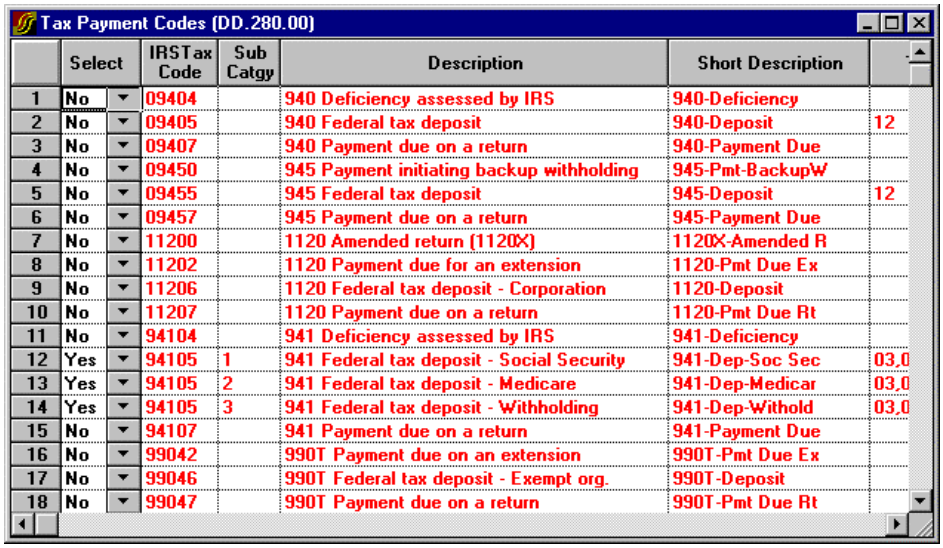
Enter the type of data to go in this field position. The current options are:

- **User Entered** - the user may enter any literal value - whatever is entered in the Value field will go into the Header or Trailer record. The length of the Value may not exceed the length specified by the Start and End positions.
- **Business Date [YYMMDD]**- Solomon's current business date will be entered in this field. eg. if the business date is 03/01/1996, then 960301 would be entered into the record.
- **Effective Date [YYMMDD]** - the user entered Effective Date (DD.500.00) will be entered in this field. eg. if the effective date is 03/01/1996, then 960301 would be entered into the record.
- **File Sequence #** - the file sequence - as a number will be entered in this field. The file sequence number - also referred to in the ACH documentation as the File ID Modifier, is a number indicating the sequential number of this ACH file going to the bank on one date. eg. the first file to the bank on a day will be 1, the next, 2, etc. Format: width-as specified by Start & End position values, right justtified, left padded with 0's.
- **File Sequence Ltr** - the file sequence - as a letter will be entered in this field. The file sequence number - also referred to in the ACH documentation as the File ID Modifier, is a letter indicating the sequential number of this ACH file going to the bank on one date. eg. the first file to the bank on a day will be A, the next, B, etc. Format: width-as specified by Start & End position values, left justtified, right padded with blanks.
- **Record Count w/o HT** - total record count in the ACH file without (w/o) including the Header/Trailer records. This count includes the "1","5","6","7","8","9" records as well as any blocking records. Format: width-as specified by Start & End position values, right justtified, left padded with 0's.
- **Record Count w/ HT** - total record count in the ACH file (w/) including the Header/Trailer records. This count includes the "1","5","6","7","8","9", blocking records and the Header and/or Trailer record(s). Format: width-as specified by Start & End position values, right justtified, left padded with 0's.

Value

Enter a literal value to go into the Header/Trailer record. This field is only available if the Data Type is User Entered. eg. "KH001","00123456", "FILEFOR63091" would be valid values. Do not include the quotes when entering values. Note: to enter blanks in a field, enter User Entered as the Data Type and leave the Value field empty - it will be right padded with blanks to the width specified by the Start & End positions. Format: width-as specified by Start & End position values, right padded with blanks.

Tax Payment Codes (DD.280.00)



	Select	IRSTax Code	Sub Catgy	Description	Short Description	
1	No	09404		940 Deficiency assessed by IRS	940-Deficiency	
2	No	09405		940 Federal tax deposit	940-Deposit	12
3	No	09407		940 Payment due on a return	940-Payment Due	
4	No	09450		945 Payment initiating backup withholding	945-Pmt-BackupW	
5	No	09455		945 Federal tax deposit	945-Deposit	12
6	No	09457		945 Payment due on a return	945-Payment Due	
7	No	11200		1120 Amended return (1120X)	1120X-Amended R	
8	No	11202		1120 Payment due for an extension	1120-Pmt Due Ex	
9	No	11206		1120 Federal tax deposit - Corporation	1120-Deposit	
10	No	11207		1120 Payment due on a return	1120-Pmt Due Rt	
11	No	94104		941 Deficiency assessed by IRS	941-Deficiency	
12	Yes	94105	1	941 Federal tax deposit - Social Security	941-Dep-Soc Sec	03,0
13	Yes	94105	2	941 Federal tax deposit - Medicare	941-Dep-Medicar	03,0
14	Yes	94105	3	941 Federal tax deposit - Withholding	941-Dep-Withold	03,0
15	No	94107		941 Payment due on a return	941-Payment Due	
16	No	99042		990T Payment due on an extension	990T-Pmt Due Ex	
17	No	99046		990T Federal tax deposit - Exempt org.	990T-Deposit	
18	No	99047		990T Payment due on a return	990T-Pmt Due Rt	

Use this screen to select which tax payment codes you require. If you are not using the Electronic Tax Payment feature, then you do not need to access this screen. Additional tax payment codes may be entered via a database update utitlity (SQLScope or ISQL/w). The short descriptions MUST be unique across all entries.

Only select those codes which you will be using - they are used for validation during voucher entry (03.010.00).

Select

- **Yes** select this tax code to use.
- **No** do not select this tax code to use.

IRS Tax Code

This is the IRS's 5 digit code for a particular tax type

Subcategory

A subcategory for this tax code. Not all tax codes have subcategories.

Description

Description of the tax code.

Short Description

Shorten version of the description which will be used in the voucher entry invoice number field.

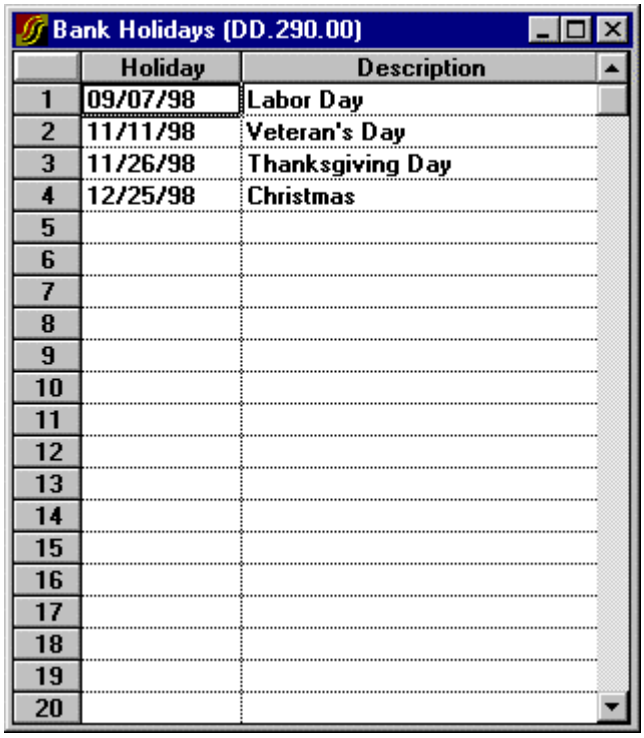
Tax Periods

The tax periods (months) for which this tax payment code is valid. If blank, then any calendar month is valid. This is validated against the voucher's invoice date to insure that a valid tax period gets credited.

Tax ID Number

The tax id number to be used in the tax addenda record. This is used for state tax payments. You should enter the state tax payment ID number for each state tax payment type you select. If left blank, then the Employer ID number from GL Setup (01.950.00) will be used.

Bank Holidays (DD.290.00)



Use this screen to maintain current banking holidays. Check with your local bank as to the holidays they observe. This table is used in calculating the date when a pending pre-note becomes approved. That calculation will skip all weekend days as well as the holidays setup here.

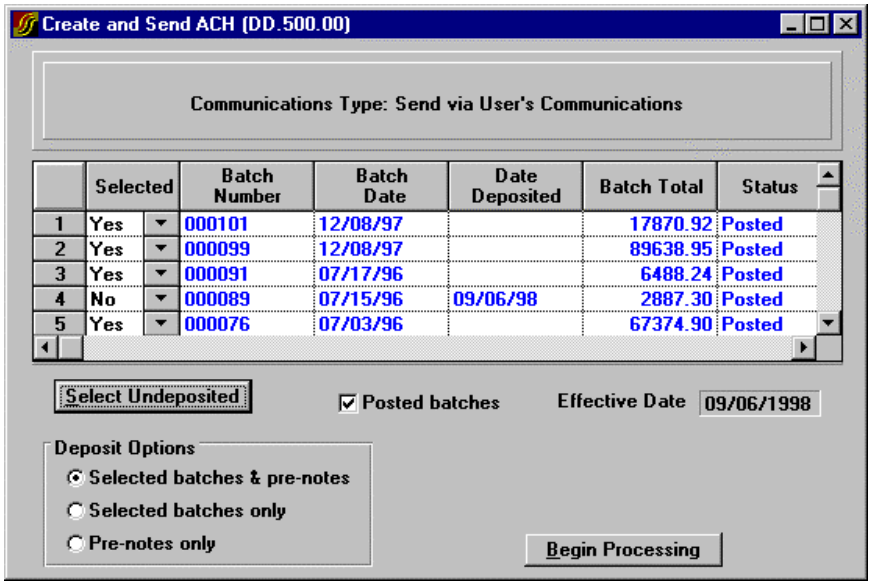
Holiday

The banking holiday. Only holidays in the future need to be maintained.

Description

Description of the banking holiday.

Create and Send ACH File (DD.500.00)



Use this screen to create an ACH file. The action taken after the ACH file has been created depends upon the Communications Type entered in DD.950.00, A/P Direct Deposit Setup. The possible actions are:

- Create the ACH file and dial the bank for immediate transmission by the "built-in" communications software.
- Create the ACH file and execute another program to launch an external communications program.
- Create the ACH file on a diskette, or read an ACH file already written to a diskette for transmission by the "built-in" communications software.

Sending an ACH Test file

To prepare and send an ACH test file, follow the steps in the User Guide section. The ACH file will be created without selecting any batches and include five vendors with dollar amounts of $999,999.99. This file will be sent according to the Communications Type option. To send a test file, use the APDD Setup screen (DD.950.00) to select the Test ACH option.

It is very important that your bank is aware that the file is for testing purposes only, so that the vendor and company paying accounts will not be posted with these transactions.

Writing and Reading the ACH file on a Diskette

If you have selected Communications Type - Built-in -Write/Read diskette, the Diskette Options option group will appear on the screen - and you will check either the "Create ACH, Write" option to write the ACH file to diskette (and not

send), or the “Read, Send” option to read the ACH file from the diskette and send via Built-in Communications.

Creating the ACH file

The Create and Send ACH (DD.500.00) screen displays A/P Check Batches which have not been posted to GL (status is unposted “U”) and their period to post is the current A/P period and one period prior. Note that by checking the “Posted batches” option you may include posted batches as well. You may select one or multiple batches to process at one time. If you have selected to Require PreNotes, there is an option to send both batches and pre-notes, batches only or pre-notes only. If you do not Require PreNotes, then the only option is to send selected batches.

A field for the effective date of the ACH file must be filled in. This is the date on which the amounts for deposit are to be posted to the vendor accounts.

If you have elected to write the ACH file to a diskette, the drive letter for your disk drive is required.

Sending the ACH file

The method by which the ACH file is transmitted to the bank is determined by the Communications Type entered in DD.950.00, A/P Direct Deposit Setup. The options are:

- **Built-In Communications** After the ACH file has been created, the Bank Communications Screen (DD.510.00) will be displayed. Clicking the “Dial the Bank” button will dial the bank (using the Communications Setup information from DD.950.00, A/P Direct Deposit Setup). After making the initial connection most banks have a login procedure you must follow (see your bank to obtain ID's, passwords, etc., for their login procedures). As an alternative you may have created an automated script file to dial the bank and log onto the bank’s system. To do this click the “Play Script” button (either after “Dial the Bank” if your script does not include a dialing sequence, or instead of “Dial the Bank” if your script includes a dialing sequence) and select the script file to use (if you only have created one script file in the script sub-directory - it must have a .SCR extension, then you will not be prompted with the script to select). Once you have logged into your bank's system, you are ready to transmit the ACH file. Begin the transmission by clicking the “Upload ACH” button.

- **User’s Communications** After the ACH file has been created, the program you have named in the communications set up area of DD.950.00, A/P Direct Deposit Setup will execute, and then return to this screen. See Appendix B - Choosing a Communications Option for more information on user’s communications.

- **Built-In - Write/Read Diskette** Using the Write option, the ACH file will be created, and then write it to the diskette drive you specify, using the ACH File Name entered in the ACH Setup area of DD.950.00, A/P Direct Deposit Setup. Using the Read option, the ACH file will be read from the drive you specify, and transmit it to your bank using Built-In Communications.

The following messages and prompts appear according to options selected in DD.950.00, A/P Direct Deposit Setup.

Batches grid

This grid will display all A/P Check batches which are unposted (status = "U") in the current and previous A/P period.

Selected

This column allows the user to select A/P Check batches for processing. The options are:

- **Yes** select this batch for processing.
- **No** do not select this batch for processing.

Batch Number

This is the batch number assigned to these A/P Checks when the checks were printed (03.620.00)

Batch Date

This is the date assigned to this batch when the checks were printed (03.620.00)

Date Deposited

This is the last date when this batch was direct deposited (of course batches will normally only be sent once). It is recorded when a direct deposit batch is sent to the bank and is "Kept". If this date is blank, then this batch has yet to be sent to the bank.

Batch Total

This is the batch control total.

Status

This is the batch status – either Unposted or Posted.

Select Undeposited

Clicking this button will set the Selected column to "Yes" for all batches which are yet undeposited (the Date Deposited field is blank).

Deposit Options Group

By selecting one of these options, the user can control what types of transactions are created in the ACH file. If you Require PreNotes, and no batches are selected, then the only option available to the user is *Pre-notes only*. If the user is currently processing a Test ACH file, then none of these options are available.

- **Selected batches & pre-notes** all batches marked as selected and any pre-note accounts will be combined into one ACH file. The selected batches are placed in one batch in the ACH file, and the pre-notes are placed in another. If you do not Require PreNotes, then this option is not available.
- **Selected batches only** all batches marked as selected will be combined into one ACH file. If you do Require PreNotes, then this is the only available option.

- **Pre-notes only** all direct deposit vendors will be reviewed for any "New pre-note" status's and will be combined into one ACH file. If you do not Require PreNotes, then this option is not available.

Posted Batches

This checkbox will display Posted as well as Unposted batches. When the screen first loads only batches that have an unposted status are displayed (and less than two periods old). This option would normally be used only when an A/P check batch had been posted to the GL before it has been transmitted to the bank. Administrative procedures should be put into place so that this does not occur.

Effective Date

Enter the effective date for the ACH file - the date on which bank accounts should be posted.

Diskette Option Group

This option group appears when you have selected Built-in - Write/Read diskette Communications Type in screen DD.950.00, A/P Direct Deposit Setup. The options are:

- **Create ACH, Write** Create the ACH file and write it to a diskette.
- **Read, Send** Read the ACH file from a diskette and transmit using the Built-in Communications option.

Disk Drive

If you have selected *Create ACH, Write* enter the drive letter of the diskette drive in your workstation on which to write the ACH file
If you have selected *Read, Send* enter the drive letter of the diskette drive in your workstation from which to read the ACH file

Begin Processing

Clicking this button starts the ACH file process. First, the Direct Deposit Audit report prints for requested deposit options. This report will not print if you are creating an ACH test file or you have selected the Built-in - Write/Read diskette Communications option and are reading from diskette.

After the Audit Report prints, all selected batches are pre-processed to check for the following types of errors:

- Batches were selected which do not have Company Paying Accounts (DD.260.00) set up yet.
- Vendors are in the selected batches which have not been entered as direct depositors in A/P Direct Depositor Maintenance (DD.250.00).
- Vendors are in the selected batches which have been setup but their pre-note status is not *Approved* (or they are pending, and their approval date has not passed).

If errors occur on the audit report or in the pre-processing then a message will be displayed informing you to review the audit report and/or the event log to discover what errors occurred. The event log file will begin with "DD50".

Depending on the Communications option you have selected, the following occurs next:

- **Built-In Communications** the ACH file will be created and written to the path and filename you selected in A/P Direct Deposit Setup (DD.950.00). Next, the Bank Communications (DD.510.00) screen is displayed, and you can "Dial the Bank" or "Play Script" to send the file to the bank. When the bank requests to transmit the file, click the "Upload ACH" file button to send the file using the protocol selected in A/P Direct Deposit Setup - Port/Phone/Protocol (DD.950.02).

- **User's Communications** the ACH file will be created and written to the path and filename you selected in A/P Direct Deposit Setup (DD.950.00). Next, the program, batch file, or whatever file that you selected in A/P Direct Deposit Setup will be executed.

- **Built-In - Write/Read diskette** if you've selected Create, Write ACH: the ACH file will be created and written to the path and filename you selected in A/P Direct Deposit Setup (DD.950.00) and then copied to the diskette.
  If you've selected Read, Send - the ACH file will be copied from the diskette to the path and filename you selected in A/P Direct Deposit Setup (DD.950.00). Next, the Bank Communications (DD.510.00) screen is displayed, and you can "Dial the Bank" or "Play Script" to send the file to the bank. When the bank requests to transmit the file, click the "Upload ACH" file button to send the file using the protocol selected in A/P Direct Deposit Setup - Port/Phone/Protocol (DD.950.02).

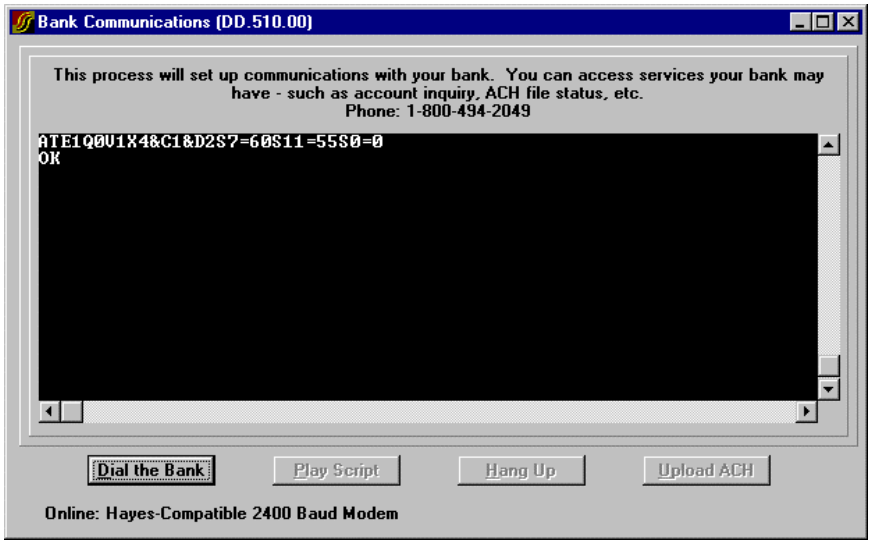
Exiting the Screen

If the ACH file was a test file, or if the ACH file was written to a diskette (Create ACH, Write function), you will be returned to the Create and Send ACH screen at the end of the process.

Otherwise the Keep, Delete dialog box appears - after the Communications process has finished:

- **Delete** No record updates will be made.
- **Keep** If you Require PreNotes, and there were some prenotes in the ACH file, the vendor's bank account Pre-Note Status will be changed from "New Pre-Note" to "Pending Pre-Note." "Pending Pre-Note" vendors whose approval date has passed will be set to "Approved Pre-Note" status. The selected batches will have the date deposited stamped with today's date

Bank Communications (DD.510.00)


Bank Communications (DD.510.00)
This process will set up communications with your bank. You can access services your bank may have - such as account inquiry, ACH file status, etc.
Phone: 1-800-494-2049
ATE1Q0V1X4&C1&D2S7=60S11=55S0=0
OK
Dial the Bank
Play Script
Hang Up
Upload ACH
Online: Hayes-Compatible 2400 Baud Modem

Use this screen to dial your bank for any on-line services your bank may offer, i.e., to inquire about your account status, ACH transfer status, etc. This process will not create or send an ACH file.

This process is accessed as part of Create and Send ACH File (DD.500.00) if you have selected Built-in Communications or Built-in - Write/Read diskette and are reading a diskette and sending an ACH file.

When entering this screen, your modem will be initialized according to the modem setup in A/P Direct Deposit Setup (DD.950.00). If there is an error, an error message will be displayed asking to retry or cancel.

Dial the Bank

Clicking this button will dial the bank using the number and settings selected in A/P Direct Deposit Setup - Port/Phone/Protocol (DD.950.01)

Play Script

Clicking this button will allow you to choose the .SCR (script) file to process and then execute the script file selected. If only one .SCR file exists in the path you setup in A/P Direct Deposit Setup (DD.950.00), then you will not be prompted for a file, and that one script file will be executed.

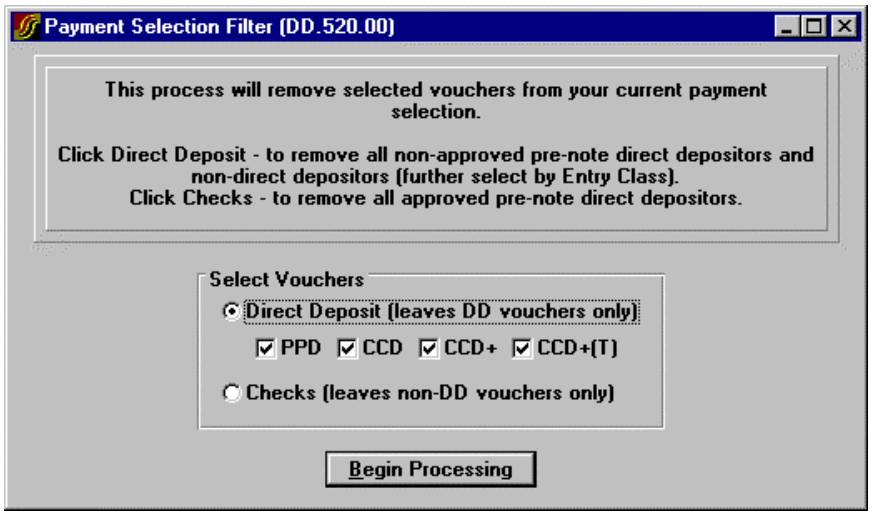
Hang Up

Clicking this button will hang up your modem, if you have dialed and successfully connected to the bank.

Upload ACH

This button is not available (disabled) unless you are using this screen as part of Create and Send ACH file (DD.500.00).

Payment Selection Filter (DD.520.00)


Payment Selection Filter (DD.520.00)
This process will remove selected vouchers from your current payment selection.
Click Direct Deposit - to remove all non-approved pre-note direct depositors and non-direct depositors (further select by Entry Class).
Click Checks - to remove all approved pre-note direct depositors.
Select Vouchers
Direct Deposit (leaves DD vouchers only)
PPD
CCD
CCD+
CCD+(T)
Checks (leaves non-DD vouchers only)
Begin Processing

Use the Payment Selection Filter screen to filter your current payment selections. The A/P Payment Selection screen (03.500.00) should be processed normally, using whatever selection criteria you need. However, as we noted in the User Guide section, it is important that when processing direct deposit vouchers (and "checks"), each batch must contain only direct deposit vendors' vouchers or when printing normal checks then only non-direct deposit vendors should be in the same batch.

This screen provides a means to filter the current payment selections both ways.

Select Vouchers

Click Direct Deposit to filter out all non-Approved direct depositors. This will remove all vendors who are not direct depositors, and direct depositors whose accounts are not yet "Approved". This leaves only "Approved" direct deposit vendors in the payment selection batch.

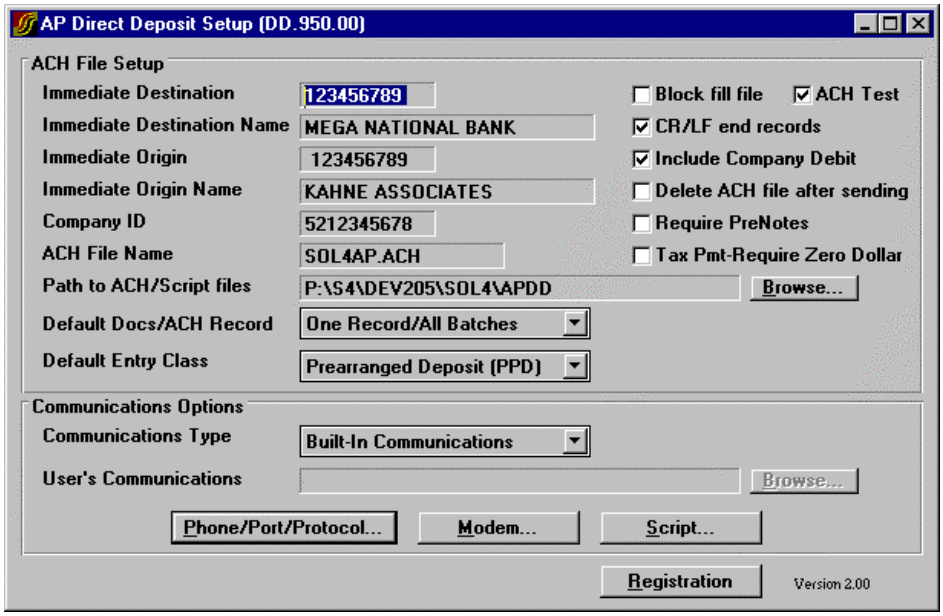
In addition, you may refine your selection to your vendors by Entry Class. You would do this if you pay your PPD vendors (expense reimbursements) from a different checking account than your CCD or CCD+ vendors (trade payments). By using these additional filter options only those Approved Direct Depositors with the selected Entry Class will be left in your payment selection group.

When determining whether a Vendor is "Approved", "Pending Pre-Note" vendors are reviewed, and if their Approval Date has passed, then they will be considered approved. This is a feature of the automatic pre-note approval processing.

Click Checks to filter out all "Approved" direct deposit vendors. This leaves only non-approved direct deposit vendors in the payment selection batch.

In all processing an event log is written. It will include the total number of vouchers which were removed from the selection, and the number still remaining.

A/P Direct Deposit Setup (DD.950.00)



Use the Direct Deposit Setup screen to enter defaults for direct depositors, information for communicating with the company bank, and the format of the ACH file.

Before proceeding, see the sections entitled A/P Direct Deposit (EFT) and Sending Test ACH File in the User Guide. This procedure outlines the steps you must take to complete the A/P Direct Deposit Setup for your business.

ACH File Setup

The following fields determine the format of the ACH file to be sent to the company bank. Contact your company bank to obtain the exact requirements for these fields.

Refer to **Appendix C - ACH File Format** to determine the origin of the data fields in the file.

After initializing, or after changing any fields in this group, you should send your bank a test ACH file. See the section entitled **ACH Test File** in the User Guide.

Immediate Destination

Enter the transit/routing number for your company's bank. The 8 digit number, followed by the check digit, must be right-justified in this field. Your bank may or may not require an initial blank or other character in this field.

Immediate Destination Name

Enter the name of the bank to which you are sending the ACH file.

Immediate Origin

Enter the transit/routing number for the bank that will be transmitting the ACH file. For formatting, see the Immediate Destination field. For many banks, your company's Federal Tax Identification number is required in this field.

Immediate Origin Name

Enter the name of the bank that will be transmitting the ACH file. For many banks, your company name is required in this field.

Company ID

Enter your company's Federal Tax Identification number. The 9 digit number should be right-justified. Your bank may require an initial blank or other character in the first position of this field.

ACH File Name

Enter the DOS file name of the ACH file. The default is SOL4AP.ACH. Your bank may have specific requirements. This file will be written to the Path specified in the next field. If you are likely to create ACH files from multiple databases, you should distinguish them by using different ACH file names, or be sure to write them to different sub-directories.

Path to ACH/Script files

Enter a path for the ACH and script files. This is the path where the ACH files will be written. You may wish to create a separate directory where you can control user rights, etc. for security reasons. Also, all script files (they may contain confidential passwords) are saved and read from this directory. Use the Browse... button to easily locate available directories on your system.

Default Docs/ACH Record

Enter the default option for summarizing records in the ACH file when adding new direct depositor vendors. Each vendor may override this default. The options are:

- **One Record/All Batches** - all checks for all selected batches will be accumulated into one ACH record
- **One Record/Batch** - checks will be accumulated by batch for this vendor, and there will be one record for each batch selected
- **One Record/Check** - each check in each selected batch will result in one ACH record
- **One Record/Voucher** - each voucher in each selected batch will result in one ACH record. This last option is required for a CCD+ Entry Class entry.

Default Entry Class

Enter the default entry class to be used when adding new direct deposit vendors. Each vendor may override this default. The options are:

- **Prearranged Payment and Deposit (PPD)** used for employee expense reimbursement
- **Cash Concentration and Disbursement (CCD)** used for corporate payments
- **Cash Concentration and Disbursement Plus (CCD+)** same as CCD but with additional EDI information.

- **Tax Payment (CCD+)** CCD+ entry used for your tax payment financial agent.

  Note: if you have only the Tax Payment option, then this will be the only value allowed in this field.

Block fill file

Check to block fill the ACH file's final block with "9" records to an even block count. Check with your bank on this requirement.

CR/LF end records

Check to end each ACH file record with a Carriage Return/Line Feed pair. If not checked, then there is no CR/LF pair at the end of each record.

Include Company Debit

Check to include the debit (offset) to the company's paying account in the ACH file. Some banks do not require this offset to be included in the ACH file.

Note that if *Include Company Debit* is not selected, *Pre-Note Status* in the company paying account (DD.260.00) is inactive. Thus, new company paying accounts will automatically default to *Approved Pre-Note* and the pre-noting process for this accounts will not be necessary.

Delete ACH file after sending

Check to delete the ACH file from your computer/network after transmitting to the bank. If not selected, then the ACH file will remain on your computer/network after transmission.

Require PreNotes

Check to require A/P Direct Deposit (EFT) to perform prenotification processing. If unselected, then all prenotification processing will be skipped. For an explanation of the pre-notification process and whether to Require PreNotes, see Appendix A - Pre-Notification Explained in this manual.

Tax Pmt-Require Zero Dollar

Check to require A/P Direct Deposit (EFT) to perform zero dollar processing on your tax payment vendor(s). If unselected, then zero dollar processing will be skipped. Zero dollar processing is identical to pre-notificaton - just a different name for the CCD+ entry class. For an explanation of the pre-notification and zero dollar process and whether to Require PreNotes, see Appendix A - Pre-Notification Explained in this manual.

ACH Test

Check *ACH Test* to set Direct Deposit to the "Test" mode. The purpose of this function is to provide a test ACH file which you can send to the company's bank to verify compliance with the bank requirements and your communications setup.

When Creating and Sending ACH files (DD.500.00) and *ACH Test* is selected, the normal processing is bypassed and a special test ACH file is created and sent to the bank.

It is very important that your bank is advised when you are sending a test file so that the bank deposit and withdrawal accounts will not be posted.

After your bank confirms this test file as correct, this procedure is not used again unless you change banks, communication software, etc. This test does not apply to any prenote sent to the bank for individual vendors.

After you have successfully tested the ACH file format, deselect *ACH Test* for nornal processing.

Communications Options

The following fields and buttons define the requirements of your communications setup. Refer to the manual provided by the manufacturer to determine the hardware-related information to be entered here. This information must be accurate for the ACH file transmission to work properly.

Communications Type

Before selecting a Communications Type option, see Appendix B, Choosing a Communications Option. The options are:

- **Built-in Communications** Create the ACH file and send it to the bank using A/P Direct Deposit (EFT)'s built-in communications software. No other communications software is required.

- **User's Communications** Create the ACH file and send it to the bank using external communications software. To use this option, you must have installed a separate communications program on your system.

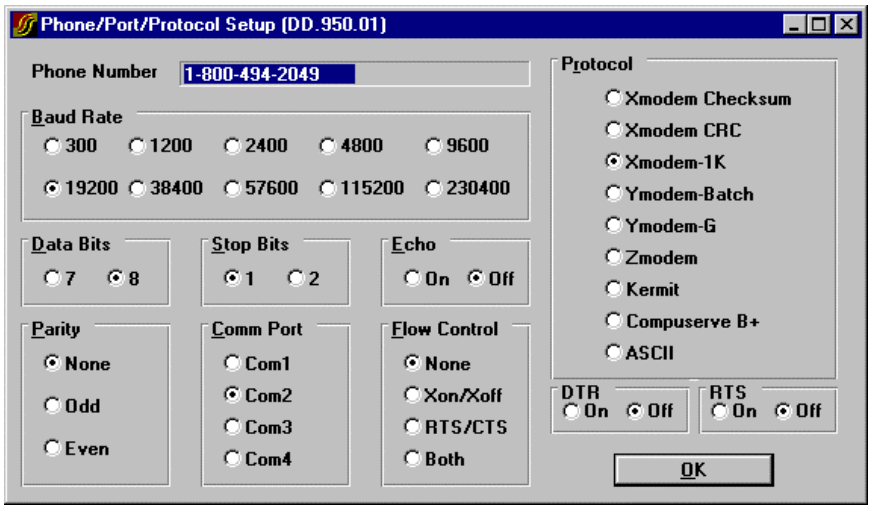
- **Built-in - Write/Read diskette** Create the ACH file on a diskette, or read an ACH file already written to a diskette and send it to the bank using Built-in Communications.

User's Communications

If you have selected Communications Type - *User's Communications*, you must enter the name of the program, batch file, etc. which will execute the external communications software. Use the *Browse...* button to easily locate this path/file. If you need to copy or rename the ACH file before sending to the bank, you may want to use a batch file for this purpose.

Phone/Port/Protocol

Click this button to enter the Phone/Port/Protocol (DD.950.01) screen to setup data for the bank's phone number, your computer port setup, and the ACH file transfer protocol



Phone Number

Enter the phone number to be dialed to reach the bank. You may enter special modifiers in the phone number:

Modifier	Function
P	Dial with pulse modulation instead of touch tone
W	Wait for dial tone
,	(comma) Pause for two seconds
;	(semi-colon) Return to command mode after dialing
!	Hook flash

Baud Rate

Enter the Baud rates for sending the ACH file. The options are 300, 1200, 2400, 4800, 9600, 19200, 38400, 57600, 115200, 230400

Data Bits

Enter the data bit parameter. The options are 7 or 8.

Stop Bits

Enter the stop bit parameter. The options are 1 or 2.

Echo

Enter the echo parameter. The options are:

- **On** (Half duplex)
- **Off** (Full duplex)

Parity

Enter the method of data parity checking. The options are:

- **None**
- **Odd** Odd bit parity
- **Even** Even bit parity

Port

Enter the Port through which you connect to your modem. The options are: Com1, Com2, Com3, or Com4.

Flow Control

Enter the protocol for flow control. This is sometimes called the "Handshaking" protocol between the hardware port and the receive buffer. The options are:

- **None** no handshaking is used
- **Xon/Xoff** software handshaking is used
- **RTS/CTS** hardware handshaking is used
- **Both** both hardware and software handshaking is used

Protocol

Enter the communications protocol for sending the ACH file. The options are: Xmodem Checksum, Xmodem CRC, Xmodem 1K, Ymodem Batch, Ymodem G, Zmodem, Kermit, Compuserve B+, ASCII

DTR

Enter the Data Terminal Ready setting. The options are:

- **On** Data Terminal Ready line is set to high (True) upon opening the port, and low (False) when closing the port (default).
- **Off** Data Terminal Ready line is set to low (False) at all times.

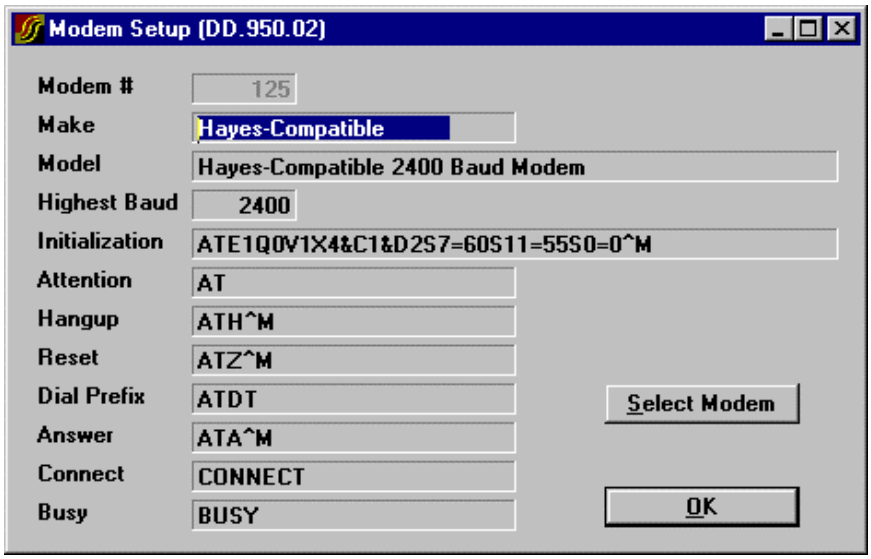
RTS

Enter the Request to Send setting. The options are:

- **On** Request to Send line is set to high (True) upon opening the port, and low (False) when closing the port (default). If using RTS/CTS handshaking (flow control), you must set RTS to On.
- **Off** Request to Send line is set to low (False) at all times.

Modem

Click this button to enter the Modem Setup (DD.950.02) screen to setup data for your modem. Currently there are over 440 modems available for setup. Use the Select Modem button to find your modem in the Modem Database (DD.950.03). In most cases, the settings from the modem database will be satisfactory for your modem, but you may edit the settings in this screen. These settings are not saved to the modem database, but are saved in the A/P Direct Deposit Setup record. If you cannot find your modem and are unsure about entering settings directly try using one of the Hayes compatible modems - many modems will work with these settings.



Modem #

Modem reference number from the modem database.

Make

Modem manufacturer

Model

Modem model name.

Highest Baud

Highest baud rate for this modem

Initialization

Initialization string - used when initializing the modem

Attention

Attention string - used to send commands to your modem.

Hangup

Hangup string - used to send hook switch control commands to your modem.

Reset

Reset string - used to send reset commands to your modem (restores the modem to the power-on default configuration set in ROM or non-volatile RAM).

Dial Prefix

Dial Prefix string - used to send the dial prefix command to your modem (sets tone, pulse dialing modes)

Answer

Answer string - used to send the answer command to your modem (instructs to pick up the phone)

Connect

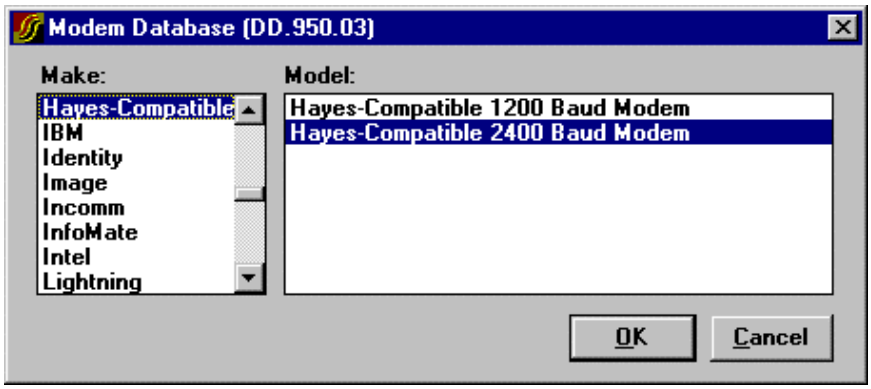
Connect string - string to display when connection is made

Busy

Busy string - string to display when a busy signal is detected.

Select Modem

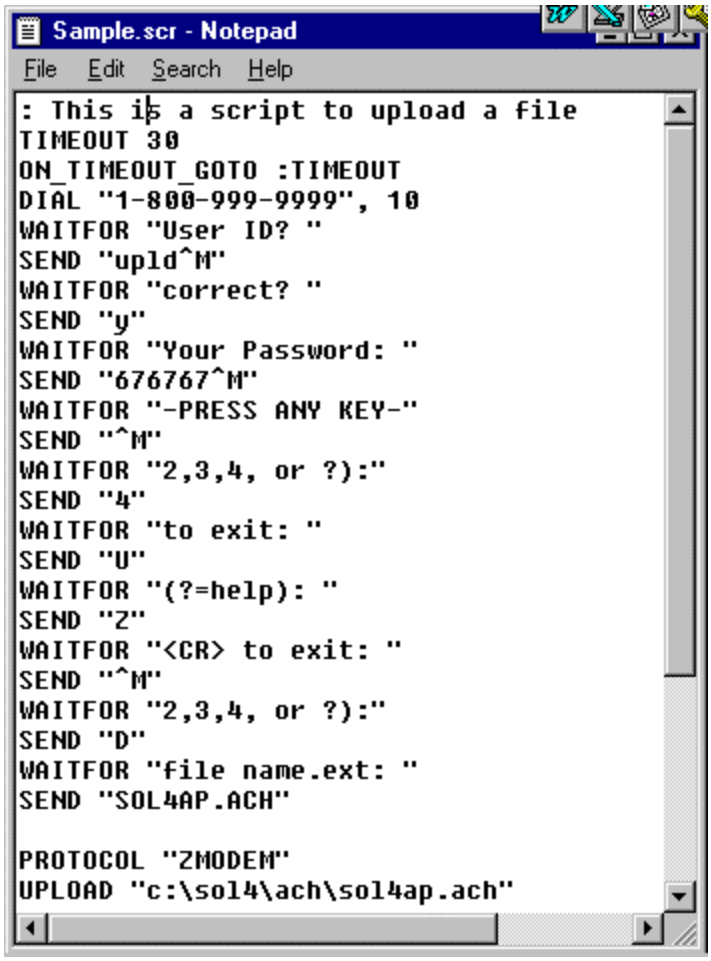
Click this button to display the Modem Database (DD.950.03)



Modems are displayed by Make & Model. Click on the Make to display their corresponding models on the right. To select a modem, double-click the model or use click the OK button when the model you want is highlighted. You will be returned to the Modem Setup (DD.950.02) screen - and the selected modem's values will overwrite the current values.

Script

Click this button to create or edit script files for automated communications. When you click the Script button, the Windows Notepad applet is executed to allow you to create and/or edit your script files. You will be prompted to save your script files with the .SCR extension (A/P Direct Deposit (EFT) will not recognize any other file types when processing scripts), and to save them in the directory designated on the A/P Direct Deposit Setup (DD.950.00) screen. The correct file name extension and directory path information is VERY IMPORTANT to successful management of script files.



Script files are ASCII text files that automate the communications process. To develop a script, you must first manually access the bank via your modem, observe all the prompts that your bank's software presents, and record your responses. It doesn't matter how you document the prompts and associated commands as long as you can understand what text needs to be received and what text needs to be sent in response.

See Appendix D - Sample Script - for a sample script.

Listed below are the valid script commands - a working example of each command follows its explanation:

:LABEL	Specifies a label. This works the same as with batch files. Any word that starts with a colon is treated as a label. eg. :JumpHere
CAPTURE	Opens a specified capture file. When this command is issued, all received data is logged to the specified file eg. CAPTURE "c:\sol4\apdd\capture.txt"

CLOSECAPTURE	Closes the capture file opened previously with CAPTURE eg. CLOSECAPTURE
DIAL	Dials a phone number and connects to a host modem eg. DIAL “555-1212”, 10 WAITFOR “Press Enter to Continue” SEND “^M” This example dials 555-1212. The second argument (10) specifies the number of retries if the line happens to be busy. After a connection is made, it waits to receive “Press Enter to Continue” and then sends a carriage return.
DOWNLOAD	Downloads a file eg. PROTOCOL “XMODEM-CRC” DOWNLOAD “c:\sol4\apdd\dnld.zip” or PROTOCOL “ZMODEM” DOWNLOAD Second example does not require filename (also true for YMODEM-BATCH and YMODEM-G)
END	Ends the script, END does not close the communications port.
HANGUP	Hangs up the phone. HANDUP does not close the comm port, it only disconnects the modem.
INPUT	Prompts the user for a string and stores the data in a variable. The variable can be specified (always without quotes) as a replacement for any string. eg. INPUT “Enter Your Password”, PassWord SEND PassWord SEND “^M” This example displays an input dialog box with the message: “Enter Your Password” and stores the entered text in a variable named PassWord. The, that text is sent out the comm port followed by a carriage return.
ON_TIMEOUT_GOTO	Tells the script to jump to a label when a timeout occurs. A timeout can be caused by a busy signal on the other end, or accessing a modem with the power turned off, etc. eg. ON_TIMEOUT_GOTO :JumpHere
PAUSE	Pauses for a specified number of seconds eg. PAUSE 1 Sometimes a pause is required in between a WAITFOR and a SEND command, or in other places to smooth out the communications process. This may require experimentation.

PORT	Specifies which port to use. If this command is omitted from the script, and the comm port is open, the script with use the current port with its current settings. eg. PORT 2 ' uses COM2 When entering screen DD.510.00 the comm port has been initialized, so this command generally will not be used.
PROTOCOL	Sets the file transfer protocol. Valid protocols are: XMODEM-CHECKSUM, XMODEM-CRC, XMODEM-1K, YMODEM-G, YMODEM-BATCH, ZMODEM, KERMIT, COMPUSERVE. eg. PROTOCOL "ZMODEM" If UPLOAD or DOWNLOAD is used without issuing this command, then the protocol set in Phone/Port/Protocol Setup (DD.950.01) will be used.
SEND	Sends a string out the comm port. If the string does not have quotes, it is treated as a variable (See INPUT script). If a variable is specified, the text that the variable holds is sent. You can embed control codes in the text. These are defined in ASCII as ^A through ^Z corresponding to ASCII values 1 through 31 respectively. Thus ^G is a beep, ^M is a carriage return, ^J is a linefeed, etc. eg. SEND "Hello Over There^M" This sends a carriage return after the text string eg. INPUT "Enter Your Name", UserName SEND UserName SEND "^M^J" This prompts the user for their name, then sends it followed by CR/LF.
SETTINGS	Specifies the baud rate, parity, data bits, and stop bits. If run from DD.510.00 then the comm port is open and the settings are those from the Phone/Port/Protocol Setup (DD.950.01) screen. eg. SETTINGS "9600,N,8,1"
STOP	Stops program execution.
TIMEOUT	Specifies the number of seconds that WAITFOR will wait before timing out. eg. TIMEOUT 30 Causes WAITFOR to timeout in 30 seconds if it doesn't detect the wait for string.
UPLOAD	Uploads a file eg. PROTOCOL "ZMODEM" UPLOAD "c:\sol4\apdd\upld.zip"
WAITFOR	Waits to receive a string over the comm port. eg. TIMEOUT 30 DIAL "9,555-1212" WAITFOR "What Is Your Name?"

SEND “SolomonUser^M”

This example dials 9, pauses 2 seconds, then dials 555-1212 and waits up to 30 seconds (specified by the TIMEOUT) after connecting to receive “What Is Your Name?” from the host system, and then sends “SolomonUser” followed by a carriage return.

Direct Deposit Audit Report (DD.600.00)

The Direct Deposit Audit Report displays the following:

- Direct deposit setup information, and current direct deposit amounts for all vendors who will be included in the ACH file.
- If you Require PreNotes, pre-notification for vendors with bank accounts with Pre-Note Status of "N."
- Total amounts to be deposited to vendor accounts and debited from each company paying account(s).

Direct Depositor Report (DD.610.00)

The Direct Depositor report displays the information entered in DD.250.00, Direct Depositor Maintenance. The report is in Vendor ID order.

Company Paying Account Report (DD.620.00)

The Company Paying Account report displays the information entered in DD.260.00, Company Paying Account Maintenance. The report is in Account & Subaccount order.

Appendices

Appendix A - Pre-Notification Explained

As of March 21, 1997, the waiting period for pre-notification changed from 10 calendar days to 6 banking days.

Pre-notification is part of the standard method of transmitting information to the Automated Clearing House (ACH). As of September 20, 1996 the NACHA rules no longer require using the pre-notification process. After reviewing the explanation below, please consult with you bank to determine whether you must or should use the pre-notification process.

With pre-notification, you provide a way for your bank to verify vendor bank account information before transactions are actually posted to the vendor account(s). A pre-notification record contains only the vendor's name and account identification. No payment amounts are included. When you send the pre-notification record, you are advising your bank that, in a following transmission of an ACH file, you will be sending amounts to be posted to this account. It is an opportunity for the bank to verify that the account information is correct before actual posting to the account is required.

The bank must respond to you within 6 banking days if the account information cannot be verified. If you are not contacted by the bank after 6 banking days, you may assume that the account information is correct, and then are free to transmit amounts to those accounts.

A/P Direct Deposit (EFT) provides the control you need for this process. Whenever a new bank ID or account number is entered for a vendor (either for a new vendor or as a change to a current vendor's account information), the software will set the Pre-Note Status flag to "N" (New pre-note) for the changed account. When creating an ACH file, all vendor records are examined, and when a “N”ew Pre-Note status record is found the appropriate pre-notification record is included in the ACH file. When this transmission batch is “Kept”, A/P Direct Deposit (EFT) then changes the Pre-Note Status to "P" (Pending re-notification).

With the new automatice pre-note approval processing, the program will automatically determine the approval date (6 banking days after the pre-note is transmitted), and approve all vendors after that waiting period. Note that you may still manually move a pending pre-note to approved. Once a vendor is “Approved”, then ACH transmissions may occur.

If a second pre-notification is required for any reason (e.g., the bank reported an error in the account number, a communications failure, etc.), you must make any correction necessary, and change the Pre-Note Status back to "N," and then repeat this process.

NOTE FOR ELECTRONIC TAX PAYMENTS: Your financial agent's account should have a "zero dollar" entry sent before making any tax payments. A "zero dollar" entry is the same as a pre-notification, except that it must be used for the CCD+ entry class. By sending the "zero dollar" entry and waiting until approved, you will reduce the tax liability if your payment was not received due to inaccurate information.

Appendix B - Choosing a Communications Option

The A/P Direct Deposit (EFT) Module provides three options for communicating with your company's bank. You must select one of these options in DD.950.00, A/P Direct Deposit Setup. To complete the set up of the Direct Deposit Module, you should be familiar with the characteristics of your modem (refer to the modem's user manual), and the requirements of your bank.

Built-in Communications

The A/P Direct Deposit (EFT) Module includes its own communications software. It provides automatic dialing of the bank, and transferring the ACH file. This method provides standard communication protocols acceptable to most banks.

User's Communications

You should select this option if your bank uses proprietary communications software, or if you wish to use a third party communications package to transfer the ACH file. With this option, the ACH file is created and then a program file, batch file or any other file you designate will be launched.

If you use a DOS batch (BAT) file, it may be created using any ASCII editor. Contact your bank to determine their requirements. Normally, this file will consist of instruction or commands to:

- Change default directories to the directory of your communications software.
- Copy the ACH file from the ACH/Script directory to the communications default directory.
- Start the communications program.
- Delete the ACH file.

Consult your DOS User's Guide for more information about batch files.

Built-In - Write/Read Diskette

Using this option, A/P Direct Deposit (EFT) will write the ACH file to a diskette, and then read the file and transfer it using the **Built-in Communications** method. You should use this option if you process payroll on a workstation that does not have access to a modem. The diskette may be removed and taken to a workstation with a modem to transfer the ACH file electronically. This method is also useful for transmitting to the bank at a time other than when the ACH file is created

Appendix C - ACH File Format

The following requirements are taken from the National Automated Clearing House Association (NACHA) 1996 Rules.

Record	**Pos**	**Description**	**Value** (DD.xxx.xx are screens)
1 (One)	1	Record Type (File Header)	"1"
	2-3	Priority Code	"01"
	4-13	Immediate Destination Routing	DD.950.00 (See note 1)
	14-23	Immediate Origin Routing	DD.950.00 (See note 1)
	24-29	Transmission Date	Solomon Sign-on Date YYMMDD
	30-33	Transmission Time	PC Workstation Time HHMM
	34	File ID Modifier	"1" (See note 2)
	35-37	Record Size	"094"
	38-39	Blocking Factor	"10"
	40	Format Code	"1"
	41-63	Immediate Destination Name	DD.950.00
	64-86	Immediate Origin Name	DD.950.00
	87-94	Reference Code	Spaces
5 (Five)	1	Record Type (Batch Header)	"5"
	2-4	Service Class Code	"200" if mixed debits/credits "220" if credits only
	5-20	Company Name	01.950.00
	21-40	Discretionary Data	blank - not used
	41-50	Company Identification	DD.260.00 (defaults to DD.950.00 Company ID)
	51-53	Standard Entry Class Code	"PPD", “CCD” or “CCD+”
	54-63	Company Entry Description	From Screen DD.260.00
	64-69	Company Descriptive Date	Solomon Sign-on Date (YYMMDD)
	70-75	Effective Entry Date	From prompt in Screen DD.500.00 (YYMMDD)
	76-78	Settlement (Julian) Date	blank - not used
	79	Originator Status Code	"1"
	80-87	Originating DFI Identification	DD.260.00 Bank Transit # (leftmost 8) Routing
	88-94	Batch Number	Sequential (daily) from "0000001"
6 (Six)	1	Record Type (Entry Detail)	"6"
	2-3	Transaction Code	Deposit to Checking = "22" Deposit to Savings = "32" Withdrawal from Comp Chkg = "27" Withdrawal from Comp Svgs = "37" Pre-note to Checking = "23" Pre-note to Savings = "33" Pre-note to Comp Chkg = "28" Pre-note to Comp Svgs = "38"
	4-11	Receiving DFI Identification	DD.250.00 Deposit Bank ID (1-8)
	12	Check Digit	DD.250.00 Deposit Bank ID (pos 9)
	13-29	DFI Account Number	DD.250.00 Bank Account
	30-39	Deposit Amount	99,999,999.99
	40-54	Individual Identification	DD.250.00 Vendor ID (Vendor Credit) DD.260.00 Cmp Paying Acct - Bank Transit # (Cmp Debit)
	55-76	Individual Name	DD.250.00 Vendor Name (Vendor Credit)

			01.950.00 Company Name (Company Debit)
	77-78	Discretionary Data	blank - not used
	79	Addenda Record Indicator	"0" (“1” if CCD+)
	80-87	Trace Number	DD.260.00 Bank Transit # (left 8)
	88-94	Trace Number	Sequential record number (daily) from "0000001"
7 (Seven)	1	Record Type (Addenda)	"7"
	2-3	Addenda Type Code	“05”
	4-83	Payment Related Information	(See Note 5)
	84-87	Addenda Sequence Number	Sequential addenda record for entry detail from “0001”
	88-94	Entry Detail Sequence Number	From Entry Detail - pos 88-94
8 (Eight)	1	Record Type (Batch Control)	"8"
	2-4	Service Class Code	(same as record 5)
	5-10	Entry/Addenda Count	number of type 6 records in batch
	11-20	Batch Hash Total	(See Note 3)
	21-32	Total Debit Amounts (in batch)	999,999,999.99
	33-44	Total Credit Amounts (in batch	999,999,999.99
	45-54	Company Identification	DD.260.00 (defaults to DD.950.00 Company ID)
	55-73	Message Authentication Code	blank
	74-78	Reserved	blank
	79	Reserved	blank
	80-87	Originating DFI Identification	DD.260.00 Bank Transit # (leftmost 8) Routing
	88-94	Batch Number	Sequential (daily) from "0000001"
9 (Nine)	1	Record Type (File Control)	"9"
	2-7	Batch Count	Number of “5” records
	8-13	Block Count	Number of (10 record) blocks
	14-21	Entry/Addenda count	Number of “6” & “7” records in file
	22-31	File Hash Total	(See Note 4)
	32-43	Total Debit Amounts (in file)	9,999,999,999.99
	44-55	Total Credit Amounts (in file)	9,999,999,999.99
	56-94	Reference Code	Spaces

Note 1 - For a bank routing number, your bank may require the first position to be a 1 or a blank.

Note 2 This is a sequential number of the sequence of this file to this Immediate Destination for the current date. The second file sent in the same day would be “2”. Also called File Sequence Number

Note 3 - The Batch hash total is the sum of the Receiving DFI Identification (pos. 4-11) in the "6" records in the batch.

Note 4 - The File hash total is the sum of the Receiving DFI Identification (pos. 4-11) in the "6" records in the file.

Note 5 - For CCD+ Entries Payment Related Information is a segment of the ANSI X12 820 transaction set. The segment and the version/revision used must be agreed upon between the trading partners. Generally the remittance data segment is used

For CCD+ Tax Payment Entries the format is as follows:
TXP*TXP01*TXP02*TXP03*TXP04*TXP05*TXP06*TXP07*TXP08*TXP09*TXP10\
where:

TXP01	Tax ID Number	01.950.00 (EIN) for Federal Tax Payments DD.280.00 (ID Number) for State Tax Payments
TXP02	Tax Pmt Type Code	03.010.00 (from the vouchers invoice # field)
TXP03	Date	03.010.00 (from the vouchers invoice date field)

TXP04 Tax Info ID	DD.280.00 (sub-category or same as TXP02)
TXP05 Tax Amount	03.010.00 (amount of the voucher)
TXP06-TXP10	Used for multiple subcategories (not used)

Sample ACH File

```
101 012345678152123456796081318491094101MEGA NATIONAL BANK     PROGRESS CORPORATION
5200Progress Corpora                    1521234567PPDEXPENSE RI960813960813   1333333330000001
6221111111181111111111111111110000020000V00101         Verlyn Adimson CPA      0333333330000001
6221111111182222222222222222220000021054V00102         Don Cannon              0333333330000002
6222222222263333333333333333330000015738V00103         Information Systems Co  0333333330000003
6223333333344444444444444444440000027810V00104         Key Computer            0333333330000004
6273333333342222222222222222220000008460233333333       Progress Corporation    0333333330000005
8200000005011111111000000008460200000008460215212345 67                         333333330000001
5200Progress Corpora                    1521234567PPDA/P DIR DP960813960813   1333333330000002
6231111111181111114444444111100000000000V00111         Joseph Dregallo         0333333330000006
6231111111181441441441441441400000000000V00144         Softech                 0333333330000007
6283333333342222222222222222220000000000033333333       Progress Corporation    0333333330000008
8200000003005555555500000000000000000000000001521234567                         333333330000002
5200Progress Corpora                    1521234567CCDTRADE PMT 960813960813   1333333330000003
6221111111182222222222222222220000035500V00100         Premium Gas Service, I  0333333330000009
6273333333342222222222222222220000035500333333333       Progress Corporation    0333333330000010
8200000002004444444400000003550000000003550015212345 67                         333333330000003
5200Progress Corpora                    1521234567CCDTRADE PMT 960813960813   1333333330000004
6223333333345555555555555555500000018900V00105         Kei Systems             1333333330000011
705RMR*IV*Inv Nbr 000466*189.00\                                                     00010000011
6221111111186666666666666666660000002650V00106         Micro Financial System  1333333330000012
705RMT*IV*InvNbr 000267*26.50\                                                       00010000012
6271111111186666666666666666660000001000V00106         Micro Financial System  1333333330000013
705RMT*IV*InvNbr 000421*10.00\                                                       00010000013
6273333333342222222222222222220000002055033333333       Progress Corporation    0333333330000014
8200000007008888888800000002155000000002155015212345 67                         333333330000004
5200Progress Corpora                    1521234567PPDA/P DIR DP960813960813   1333333330000005
6281111111181111111111111111110000000000011111111       Progress Corporation    0111111110000015
6282222222262222222222222222220000000000022222222       Progress Corporation    0222222220000016
8200000002003333333300000000000000000000000001521234567                         333333330000005
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```

Appendix D - Sample Script

This script can be run from Bank Communications (DD.510.00) - the comm port and settings will already have been set by the program. The first line is a comment (note the colon :).

```
:This is a script to upload a file

TIMEOUT 30
ON_TIMEOUT_GOTO :TIMEOUT
DIAL "1-800-999-9999", 10
WAITFOR "User ID? "
SEND "upld^M"
WAITFOR "correct? "
SEND "y"
WAITFOR "Your Password: "
SEND "666666^M"
WAITFOR "-Press Any Key-"
SEND "^M"
WAITFOR "2,3,4, or ?):"
SEND "4"
WAITFOR "to exit: "
SEND "U"
WAITFOR "(?=help): "
SEND "Z"
WAITFOR "<CR> to exit: "
SEND "^M"
WAITFOR "2,3,4, or ?):"
SEND "D"
WAITFOR "file name.ext: "
SEND "Sample.Txt"

PROTOCOL "ZMODEM"
UPLOAD "C:\sol4\apdd\sample.txt"
WAITFOR "2,3,4, or ?):"
SEND "1"
WAITFOR "Y,N, or ?):"
SEND "Y"

HANGUP

:TIMEOUT
END
```

Appendix E - Tax Payments Explained (EFTPS)

The Electronic Federal Tax Payment System (EFTPS) has been put into place to allow (require) businesses to make their tax deposits electronically. IRS regulations require businesses who paid at least $50,000 in payroll taxes during 1995 (approximately 1.2 million businesses) to pay all federal taxes electronically through EFTPS. These taxpayers affected are required to enroll by July 1, 1997. In future years the requirements become more stringent. Contact the IRS to determine when your business might need to come into compliance.

The ACH Credit payment method is used in this software. With ACH Credit, the taxpayer, by contacting their financial institution, initiates their electronic tax payment.

The taxpayer transmits their federal tax payments to one of two designated financial agents:
First Chicago is used if the taxpayer makes their deposits at a financial institution in one of the following states (northern US): AK, CA, CO,CT, DE, HI, IA, ID, IN, IL, KS, MA, ME, MI, MN, MO, MT, ND, NE, NH, NJ, NY, OR, RI, SD, UT, VT, WA, WI, WY.

Nationsbank is used if the taxpayer makes their deposits at a financial institution in one of the following states (southern US): AR, AL, AZ, DC, FL, GA, KY, LA, MD, MS, NC, NM, NV, OH, OK, PA, SC, TN, TX, VA, WV .

	First Chicago	Nationsbank
Transit/Routing Number:	071036210	061036000
Account Number:	04236036	23401009
Taxpayer Enrollment/Helpline	(800)945-8400	(800)555-4477

Note that for State Tax Payments, your state will instruct you as to what financial institution shall receive the tax payment.

You need to set up a vendor in Solomon for your designated financial agent. In A/P Direct Deposit (EFT) you will add that vendor as a direct depositor and enter them with the entry class of Tax Payment - CCD+. This will be the only vendor you will set up with this entry class. Your tax payments will be vouchered against this vendor, and then processed through A/P Direct Deposit (EFT) just like any other voucher. See Tax Payment Codes (DD.280.00) for further explanation.

Before you send your first “live” tax payment you should send what is called a “zero dollar” entry. This is the same as a pre-notification transaction, but used with the CCD+ entry class. By sending the “zero dollar” entry, and having it approved, you reduce your liability for failure to make your payment (due to a routing/account number entry).

Tax payments via ACH credit must be transmitted to your financial institution at least one day prior to the tax due date. It is also important to verify your bank’s daily ACH processing deadline.

Note: information listed above is from NACHA's 1997 ACH Rules.